



## VACANCY ANNOUNCEMENT: KOROR-2021-003

### Supervisory General Services Assistant

The U.S. Embassy Koror is seeking to employ a **Supervisory General Services Assistant**

The Supervisory General Services Assistant directs the activities of the General Services Office (GSO) including vehicle management and maintenance, contracting and procurement process, maintenance of leased and owned properties, warehouse management, and shipping/customs process. Establishes working relationship with the Island Support Unit and Manila GSO staff to seek guidance and help resolve GSO-related issues. The incumbent is responsible for supervising and providing guidance to the Chauffer, Property Clerk and Procurement Clerk.

A successful candidate **must** have the following minimum qualifications: Two (2) years of College or University is required. A minimum of three (3) years' experience in purchasing, contracting, procurement, logistics management or related field and a minimum of six (6) months supervisory experience is required. Level IV (Fluent) reading/speaking/writing English is required. Knowledge of State Department policies and regulations in regard to contracting, procurement and maintenance. Good working knowledge of procurement regulations and procedures. Must have good knowledge of local market practices and suppliers, as well as local contracting and pricing practices Must have knowledge in current procurement policies, relevant codes and laws applicable to procurement; Knowledge and understanding of competitive bidding and negotiations; Ability to negotiate with suppliers and vendors for the best price and quality; Ability to plan and schedule projects and meet deadlines; Ability to assume responsibilities and make independent and sound judgements; Computer literate-skilled in use of Microsoft Word and Excel; Able to perform physical tasks; Valid Driver's License.

A copy of the complete position description, as well as the required DS-174 U.S. government application form, is available on the U.S. Embassy website at <https://pw.usembassy.gov/embassy/jobs/>. Last day to submit an application is Wednesday, December 29, 2021. Salary range begins at \$20,457 per annum.

Please submit your application to:  
U. S. Embassy in Airai  
At 587-2920